SECRET
Classification

Q to Annual

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160017-2

REPORTS INVENTORY

CONTROL NO. SRB 030

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.): QUARTERLY GAINS AND LOSSES

2. TYPE OF REPORT: ✓ STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 5

5. FREQUENCY (weekly, monthly, quarterly, etc.): QUARTERLY

6. DISTRIBUTION (No. of components not number of copies): 18

7. FORMAT (memorandum, form, computer print-out, etc.): FORM

8. ADP PROCESSING: ✓ NO; YES; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (include lowest level contributing information to report): OP/CO/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): 188 A+B, 144 E, 172 E+F,

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS 06-3	4.21		52.1		219.34		4		877.36

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 877.36

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The report is updated quarterly and is stored for reference. It is published & distributed annually. It informs the SO's of the magnitude of their activity and helps in planning for their future recruitment

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT

✓ RETAIN AS IS
CHANGE
DISCONTINUE
OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS —; DOLLARS —

15. DATE OF INVENTORY: 10-8-70

17. NAME AND TITL

18. EXTENSION

25X1

25X1 STAT

SECRET
Classification

FORM 712

(22-36-43)

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160017-2